

**BY ORDER OF THE COMMANDER
SCOTT AIR FORCE BASE**

**SCOTT AIR FORCE BASE
INSTRUCTION 36-102**

13 SEPTEMBER 2011

Personnel

**SCOTT AFB CLEARANCE
REQUIREMENTS (PA)**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Major Benji Jackson)

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This instruction implements AFPD 36-1, *General Civilian Personnel Provisions and Authorities* and provides guidance on outprocessing procedures for civilian personnel on Scott AFB. This guidance applies to the 932d Airlift Wing (AFRES) but does not apply to the 126th Air Refueling Wing (ANG). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command.

This instruction requires the collection and/or maintenance of information protected by the Privacy Act Statement of 1974. The authority to collect this information is 10 U.S.C. 8013. The primary use of this information is to facilitate employee outprocessing and ensure delivery of pertinent documents and forms to separating employees. Personal information provided on this form is given on a voluntary basis.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: updated the OPR's office symbol, changed the servicing Civilian Personnel Flight (CPF) to Civilian Personnel Office (CPO) and all references to reflect CPO.

1. Overview. This instruction explains the procedures for civilian personnel who separate, and/or enter a leave without pay (LWOP) status in conjunction with a resignation.

2. Responsibilities.

2.1. The CPO will provide a listing of the offices from which to obtain clearances to assist the employee in making arrangements to satisfy his or her personal and official obligations.

2.1.1. The Scott AFB Form 13, *Civilian Employee Clearance Checklist*, will be used for this purpose.

2.2. Supervisors will brief employees to report to the CPO for outprocessing

3. Process. Employees separating and entering a LWOP status in conjunction with a resignation will report to the servicing CPO for outprocessing and or clearance procedures and information on benefits, entitlements, and responsibilities appropriate to the type of separation. All employees who are separating or entering a LWOP status must outprocess through the CPO.

MICHAEL J. HORNITSCHK, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-1, *General Civilian Personnel Provisions and Authorities*, 7 Mar 1995

AFMAN 33-363, *Management of Records*, 1 Mar 2008

Prescribed Forms

SCOTT AFB FORM 13, *Civilian Employee Clearance Checklist*, 7 Oct 2002

Abbreviations and Acronyms

CPO—Civilian Personnel Office

LWOP—Leave Without Pay

OPR—Office of Primary Responsibility

Terms

Leave Without Pay (LWOP)—An absence from duty in a non pay status. Leave without pay may be taken only for those hours of duty comprising an employee's basic workweek. A temporary status and absence from duty granted upon the employee's request. Except where specifically authorized by law or this instruction as a matter of right, granting of leave without pay is a matter of administrative discretion. The fact that it is a scheduled absence requiring approval distinguishes it from absence without leave, which is an absence without permission that may serve as the basis for disciplinary action.